

**California  
Transportation  
Commission**

# EMPLOYMENT OPPORTUNITY

|                                 |
|---------------------------------|
| 1. RPA #<br><b>2003 001-CTC</b> |
| ANALYST'S INITIALS              |
| DATE<br><b>01/15/03</b>         |

**YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.**

|   |   |                               |                                  |  |
|---|---|-------------------------------|----------------------------------|--|
| 2. CLASS TITLE<br><b>Assistant Executive Director</b>   | 3. POSITION NUMBER<br>696-004-5916-xxx            | 4. TENURE<br><b>PERMANENT</b> | 5. TIME BASE<br><b>Full Time</b> | 6. CBID<br><b>M01</b>  |
| 7. OFFICE OF<br><b>California Transportation Commission</b>   | 9. LOCATION (CITY or COUNTY)<br><b>SACRAMENTO</b> |                               |                                  | 13. MONTHLY SALARY<br><b>\$6632</b><br><b>TO</b><br><b>\$7312</b><br><b>MO</b> |
| 8. SEND APPLICATION TO:<br><b>California Transportation Commission</b><br><br><b>1120 "N" Street, 2nd Flooor (MS-52)</b><br><b>Sacramento, CA 95814</b><br><b>Attention: Raylynne Calhoun</b> | 10. WORKING HOURS<br><b>MON - FRI, DAYS -</b>     |                               |                                  |  |
|   | 11. PUBLIC PHONE NUMBER<br><b>(916) 653-2064</b>  |                               |                                  |  |
|   | 12. CALNET NUMBER<br><b>(8)</b>                   |                               |                                  | 14. FILE BY<br><b>February 14, 2003</b>  |

## DUTIES

The Assistant Executive Director, California Transportation Commission, under the general direction of the Executive Director, formulates policies for the State's multi-modal transportation system and makes recommendations to the Commission; evaluates current and pending issues for Commission action; represents the Commission in the legislative process; and provides liaison with federal, state, regional and local agencies.

The Commission has two Assistant Executive Director vacancies. The work assignments among the various Assistant Executive Directors may be re-assigned in a manner which matches the employees' background, skills, knowledge, and abilities. Pending Department of Finance approval, one or both positions may be filled.

## DESIRABLE QUALIFICATIONS

Desirable candidates will have knowledge of: principles and methods of transportation systems management; transportation planning and urban and regional planning; environmental, air quality, and energy conservation analysis; transportation systems financing and allocation formulas; organization and policies of state transportation agencies; and regional and local transportation planning organizations.

**How to Apply:** Submit a State Application and resume to Raylynne Calhoun, Administrative Officer, California Transportation Commission, 1120 N Street, MS 52, Sacramento, CA 95814 or e-mail the application and resume to [Raylynne.Calhoun@dot.ca.gov](mailto:Raylynne.Calhoun@dot.ca.gov).

**Final Filing Date:** Applications from state employees who are eligible for lateral transfer to the Assistant Executive Director classification will be accepted until February 14, 2003. Training and Development Assignments will also be considered.

